



Daily Organisation Support Marist-Sion College Warragul Position Description

Position Information	
POL Classification Level	POL 1 under the DOSCEL Schools and Secretariat Agreement 2022
Strategic Pillar and Organisational Strand	Leadership
Team Membership	College Management Team
Reports to	Director of College Organisation
Time-release minutes per fortnight cycle	360 minutes
Our College	
<p>Marist-Sion College, Warragul, is a Catholic co-educational secondary school, inspired by the traditions of the Marist Brothers and the Sisters of Our Lady of Sion.</p> <p>Our mission is to provide an innovative education which integrates faith, learning and life in a welcoming community.</p> <p>Our vision is that students experience an education where they are known and loved, grow as life-long learners, and live as active citizens inspired by the principles of Catholic Social Teaching.</p>	
Leadership Statement	
<p>At Marist-Sion College leaders develop a culture of effective learning and teaching which is future focused and based in a vibrant Catholic learning community. We are impactful leaders, building capacity and driving school improvement.</p> <p>Leaders at Marist-Sion College:</p> <ul style="list-style-type: none"> • Are visionary and inspire a learning culture of high expectations. • Build a team-based culture that is self-reflective and build positive relationships with others. • Adopt an evidence-based approach, supporting targeted professional learning and monitoring progress in school improvement. • Create a sustainable future by working with data to change, adapt and grow. <p>Leaders at Marist-Sion College are living witnesses to the Gospel who activate:</p> <ul style="list-style-type: none"> • Improvement: Leaders inspire team members to support the pursuit of school improvement. • Growth: Helping others to flourish, promoting a climate of challenge, support, and effective learning. • Learning: Engaging in continuous professional learning and development. • Reflection: Fostering staff wellbeing to enable/encourage others to shine through reflective practice. <p style="text-align: center;"><i>“Everyone’s talents and involvement are needed” (Pope Francis – Laudato Si’ 14)</i></p>	

Capabilities and Responsibilities

<p>Leading Expert Teacher Practice</p>	<ul style="list-style-type: none"> • In collaboration with the Director of College Organisation, develop effective processes relating to College Organisation in line with the College Strategic Improvement Plan. • Support teachers to coordinate excursions, incursions, and overnight activities through EMS 360. • Support teachers in their knowledge and understanding of the impact of activities on student outcomes. • Provide logistical support for large college events to minimise impact on teaching and learning programs. • Any other duties as directed by the College Executive consistent with the skills and experience required for this position.
<p>Organisation and Communication</p>	<ul style="list-style-type: none"> • Conduct daily organisation in line with the current Agreement. • Carefully manage the use of replacement classes, extra allocations, and Casual Relief Teachers (CRTs), balancing fiscal, wellbeing and operational factors. • Develop a deep knowledge of software systems for daily organisation, attendance monitoring and use them effectively for function and communication. • Support the induction for Casual Relief Teachers (CRTs). • Provide clear and timely communication to staff relating to schedule changes and college events. • Support the Director of College Organisation to ensure absences are recorded in the Daily Organiser program from EMS 360. • Liaise with CRTs for availability and support with lesson resources and digital platforms such as SIMON and TEAMS. • Support the recruitment process for Casual Relief Teachers (CRTs)
<p>Timetabling and improving student outcomes</p>	<ul style="list-style-type: none"> • Support the coordination of timetable changes relating to Yard Duties, Modified Timetable Days and room changes. • Support the logistics of whole college events such as Inter House Sports carnivals and Heritage Day. • Implement changes to yard duties and rooms on the timetable in collaboration with the Director of College Organisation. • Complete daily organisation to support the Director of College Organisation during periods of timetable building.

Selection Criteria	
Catholic Identity	<ul style="list-style-type: none"> • Ability to promote and uphold the Catholic Identity of the College. • Accreditation to teach in a Catholic school, or a willingness to undertake accreditation to teach in a Catholic school.
Skills and Attributes	<ul style="list-style-type: none"> • Ability to lead the people and lead the work in alignment with the Marist-Sion College Strategic Improvement Plan and Leadership Statement. • Lead the activation of staff voice in student outcomes and school improvement. • Displays a professional mindset and character to effectively lead staff to cater for the diverse needs of learners. • Ability to lead collegial teams underpinned by a team-based culture. • Inspiring and motivating team members towards achieving shared goals and objectives. • Building staff capacity through coaching and mentoring, promoting a culture of continuous improvement and learning.
Education and Experience	<ul style="list-style-type: none"> • Victorian Institute of Teaching (VIT) full registration. • An appropriate qualification in education. • Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum.
Child Safety	<ul style="list-style-type: none"> • Experience working with children. • Commitment to and understanding of child protection and child safety issues in schools. • Demonstrated understanding of appropriate behaviours when engaging with children. • Be a suitable person to engage in child-connected work. • Demonstrated understanding of Mandatory Reporting.
Last Updated	June 2024